



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON  
FORT JACKSON, SC 29207

REPLY TO  
ATTENTION OF

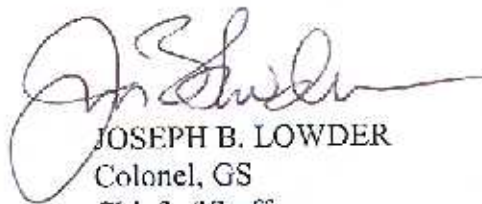
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 6-5 -- Equal Employment Opportunity (EEO) Policy

1. Equal Employment Opportunity (EEO) is a right mandated by law and an essential element of good leadership. It is the policy of this command to provide equal employment opportunity for all persons, regardless of race, color, religion, gender, age, national origin or disability. All soldiers and members of our civilian workforce deserve to be treated fairly and with dignity and respect.
2. Our goal is to resolve workplace disputes quickly and at the lowest possible organizational level. In addition to the complaint process, an Alternative Dispute Resolution Program utilizing mediation is available. This informal, voluntary process is designed to establish a fair, non-adversarial and confidential approach to resolving workplace concerns.
3. Sexual harassment, a form of gender discrimination, is unacceptable and will not be tolerated. It adversely impacts morale and productivity and degrades our readiness. Maintaining an environment that is free of sexual harassment allows employees to strive for and achieve personal and organizational excellence. The Department of Army has mandated that all civilian employees and their supervisors attend initial training in the prevention of sexual harassment and a biennial refresher class, thereafter. It is incumbent on leaders to ensure that 100% of their employees attend this important training.
4. Each of us has a continuing responsibility to contribute to the successful achievement of EEO for everyone. There can be no wavering in our commitment to ensure equal employment opportunity for all. I expect managers, supervisors, and leaders to support EEO efforts and to strive for a cohesive and harmonious workplace for all our employees.
5. If you feel that you have been sexually harassed or discriminated against because of your race, color, religion, gender, age, national origin or disability, you may contact the EEO office at (803) 751-7248, 5450 Strom Thurmond Boulevard, Suite 117, Fort Jackson, SC 29207 or [mike.good@us.army.mil](mailto:mike.good@us.army.mil).

  
JOSEPH B. LOWDER  
Colonel, GS  
Chief of Staff

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